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TR 186  
-78804

Ontario

Government  
Publications

MINISTRY OF TREASURY, ECONOMICS  
AND INTERGOVERNMENTAL AFFAIRS

LOCAL GOVERNMENT DIVISION

BULLETIN NO: 4

COUNCIL AGENDA AND MINUTES

COMMITTEE AGENDA AND REPORTS

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APRIL 1978

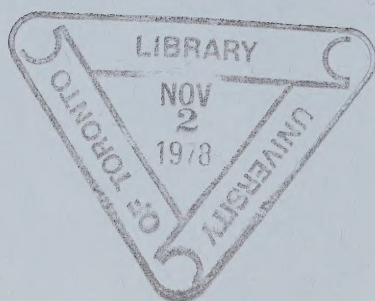




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## INTRODUCTION

The purpose of this bulletin is to provide some suggestions on the way agendas and minutes are prepared and what they usually contain.

The publication has two major sections:


- Council Agenda and Minutes
- Committee Agenda and Reports

Each part contains a discussion of some of the components of these agendas, minutes and reports and the principles involved in their preparation. As well, samples of each are provided to exemplify the comments.

There are, of course, other approaches to preparing agendas, minutes and reports. The format, the amount of detail included, the order of items -- all may vary depending on the preference of council, past practices, and the type and size of municipality.

This bulletin is offered for use by those municipalities and staff that wish to review their current practices.





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## COUNCIL AGENDA

As any clerk knows an agenda provides a focus for council discussions and ensures that the debate does not wander off the topic at hand. This results in shorter meetings as well as ensuring that all matters are discussed and nothing is overlooked.

Another reason clerks use an agenda is to provide adequate notice and background material to council members in order that they may be prepared for a meaningful debate, thus eliminating repetitive and disjointed discussion during meetings.

Two sample agendas are shown at the end of the bulletin. The first is minimal in content and would be of use only in some of the smallest municipalities, while the second contains greater detail for those municipalities where the informational requirements of the council are more extensive. Each has been selected to illustrate the discussions to follow.

### General

The sample agendas make use of clear headings for each item and group similar items where possible. This is done in an attempt to make it easier to pick out a particular item when scanning the page quickly. Wherever possible, file numbers and file names are used to make it easier to prepare the minutes of the meeting and identify correspondence that the clerk will send out after the meeting.

Many councils ask that the staff include a recommendation in all reports and, also, for most items on the agenda. Council is obliged neither to adopt the recommendation nor to restrict its debate. The recommendation is meant to provide a focus for the debate. In some cases this practice has resulted in either shorter meetings or more time being available to deal, in depth, with other subjects.

In order to develop staff recommendations, the clerk would have to keep any affected staff member informed as to the nature of any items that were to be placed on the agenda. This could easily be accomplished by forwarding to the staff member involved a copy of the material that will go to council along with a request for his comments.



### Title and Heading

Some municipalities use the format shown while others place the title and heading on a separate cover page. The use of clear headings may make it easier to find and identify the document when sorting through the stack of papers found on most desks.

### Disclosure of Interest

Many municipalities in interpreting The Municipal Conflict of Interest Act, 1972, show the first item of business on the agenda as Disclosure of Interest. It is at this point that any member of council may disclose any possible conflict of interest dealing either with any item on the agenda or with a matter discussed at a previous meeting from which the member was absent. (A more complete discussion of The Municipal Conflict of Interest Act, 1972 is the subject of Bulletin #2 in this series.)

### Adoption of Minutes of Previous Meeting

In order to make sure that the errors do not go unchanged, the clerk circulates copies of the minutes as part of the agenda of the following meeting. This procedure allows council to see that the minutes are correct or make the appropriate changes.

(Provision for presenting the minutes for adoption is generally contained in the procedural by-law if the council has adopted such a by-law. The use of a procedural by-law will be the subject of a future publication in this series.)

### Presentations

Occasionally the members of a council will wish to recognize a special achievement by a person living in the municipality. This type of ceremony is quite pleasant and is usually conducted near the beginning of the meeting so that the recipient will not have to wait a long time while other business is conducted.



## Delegations

Delegations are for the purpose of voicing the opinions of a person or a group of persons. Delegations, like presentations, are usually dealt with near the beginning of the meeting as a courtesy in order that people who want to address council will not be kept waiting.

Delegations may occupy more of council's time than is appropriate if allowed to proceed without some kind of time limit. In municipalities that have a procedural by-law, this problem can be controlled by including in the by-law specific time limits for delegations. Generally, the time is ten minutes for each delegation. The clerk usually advises the person that wants to address council that there is a ten-minute limit on presentations. This takes place at the same time as arrangements are being made for the council meeting and prior to the preparation of the agenda.

Some councils go a step further in their attempts to deal efficiently with delegations. The delegation is asked to submit a letter or brief outlining in some detail the substance of the presentation. This letter or brief is submitted in sufficient time for the clerk to attach it to the agenda. Many clerks advise potential delegations that any submission to be included on the agenda must be in his hands at least 24 hours prior to the preparation of the agenda.

These steps may avoid some delays caused by a rambling, unstructured presentation before council and give members of council and staff time to review the presentation and gather additional information prior to the meeting.

## Correspondence

The agenda includes those pieces of correspondence addressed to council, the mayor, the clerk or any other staff member that should be brought to the attention of the council. In a municipality with a very low volume of this type of correspondence, it is likely that it will all be grouped under one heading on the agenda, with no further breakdown, as in sample #1.

The correspondence section in the detailed sample has been divided into two sections - Information Items and Action-Required Items. The purpose of dividing the correspondence into these two categories is to enable the information items to be dealt with as a single group and to emphasize the items that require action.

Informational correspondence does not require any action by council. Municipalities following this type of procedure do not consider each separate informational item of correspondence during the meeting. If any member of council wishes to discuss a letter contained in the information section, he advises the head of council during the meeting and the matter is discussed. If no member of council wants to discuss any of the information items, a blanket motion is passed to receive and file all the items of correspondence in the information section. This practice could reduce substantially the amount of time in dealing with informational correspondence, leaving time for the more pressing matters.

Items of correspondence that require action by council are grouped as shown in the detailed sample. Each item, as previously discussed, contains a clear recommendation from the staff.

When an item of correspondence relates to the subject of a staff or committee report that appears later on the agenda, the agenda should note the two related items. The correspondence is then treated as an item of background information on that topic.

#### Reports From Committees and Municipal Officers

##### (i) Committee Reports

In one of the following sections there will be a detailed discussion regarding the style of committee reports. If all committee reports are prepared in the same format, council will find them easier to deal with.

##### (ii) Reports from Municipal Officers

Grouping all of the staff reports as shown in the samples has two benefits. Having them dealt with at the same time adds emphasis to the reports and, as well, allows staff to be present when a report is being considered.



If reports are not grouped, it is possible that a member of staff could have one report dealt with early in the proceedings and another later and would likely have to remain idly in the meeting until the second report is considered.

### Motions and Notices of Motion

The practices followed in many municipalities vary when it comes to dealing with motions.

Some municipalities have a section on the agenda called 'New Business' where matters not previously dealt with may be introduced. This sometimes leads to insufficient notice to other members of council and staff with the result that matters are not given adequate discussion and are often referred to a future meeting where additional backup material can be made available.

In order to avoid this potential problem, councils are providing that only matters set out on the agenda can be discussed. If a member wishes to introduce a new topic, it is done with the introduction of a notice of motion indicating that at the next regular meeting a particular motion will be introduced. This notice of motion is then set out in the minutes of the meeting and the item is placed on the agenda of the next regular meeting. This practice gives each member of council sufficient notice to prepare for the debate. In the event that a matter cannot wait until the next meeting most councils provide for waiving the rule if agreed to by either a majority or 3/4 of the members of the whole council.

### By-laws

A council exercises its powers by passing by-laws. Because of their importance and legal significance, great care is taken in drafting by-laws. Municipalities may use solicitors to review draft by-laws where a similar by-law does not exist or where the matter is of great importance. Also, detailed procedures, usually specified in a procedural by-law, are followed in passing by-laws.

By-laws are traditionally given three readings, the first two usually at one meeting and the third at the next meeting. Though these readings may be "short", with only the by-law's title being read, the three readings and the time between each permits fuller consideration by council and the public of the by-law's subject.

In certain circumstances a council may wish to give a by-law all three readings at one meeting. When following this practice, care should be exercised to ensure full input from interested groups.

There are two approaches to the handling of by-laws for council consideration. A full copy of the by-law may be attached to the agenda or a short paragraph outlining the substance of the by-law may be set out on the agenda without the by-law being attached.

In most cases the subject matter contained in a by-law has previously been considered and approved by council, since it takes some time to draft the wording of a by-law. Some councils feel that they want to review the by-law clause by clause while others feel that they require only a description of its content. The procedural by-law may specify the council's preference. Most councillors will want to satisfy themselves as to the wording of the by-law, however, since the by-law exercises councils' legislative authority.

Where the practice followed is not to attach a copy of the by-law to the agenda, each member of council should be aware of his right to examine the by-law before he is required to vote on it. This can be achieved by including an appropriate statement in the municipality's procedural by-law or by placing a written notice on every agenda to the effect that the proposed by-laws will be available for inspection at the meeting by any member who so desires.

Certain by-laws require the approval of outside agencies before coming into force and the clerk should be sure that all approvals are obtained before any action is taken under the provisions of the by-law.

### Unfinished Business

The sample agendas that are being used to demonstrate this discussion merely set out the heading 'Unfinished



Business'. The section usually appears near the end of the agenda in order to allow council to deal with all the specific items on the agenda first.

Many clerks keep a list of business that has come before council at previous meetings and has not been finalized. This list of unfinished items will serve to remind staff and members of council that these matters are still unresolved. The list would be typed under this section of the agenda.

### Confirming By-law

It was stated in the preceding section on by-laws that council exercises its powers by by-law and that some minor items are dealt with by passing a motion. It is a difficult task to determine the dividing line between using resolutions or by-laws.

In the Law of Canadian Municipal Corporations, Ian MacF. Rogers defines a resolution as "a means of expressing through the council the corporate will respecting a particular matter." Rogers goes on to say: "In general the powers of a council are exercised by by-laws in more important matters particularly where the action to be taken affects the general public or a section of it. On the other hand, resolutions usually deal with matters of a minor nature and matters of internal management or where the council merely desires to place on record an expression or view."

Some councils are now passing a by-law at the end of each meeting that confirms all the proceedings and gives them the same effect as if they were contained in a by-law. This is an attempt, perhaps a questionable one, to avoid future questions about the legality of actions taken based on directions and approvals contained in resolutions. This, of course, is not an adequate substitution for proper use of by-laws and resolutions.

There may be some question where a resolution on a specific matter was passed that required and received a specific portion of the vote (i.e. 2/3 of council) and the confirming by-law was passed by a simple majority. Also, where a conflict of interest was declared the person making such disclosure may be wrong in voting on the confirming by-law which also affects the matter, though indirectly.

Adjournment

An appropriate motion to adjourn is passed. It may be beneficial to state the time and date of the next meeting in the motion.

Conclusion

It should be restated that the styles of council agenda used to demonstrate this discussion are not the only successful formats. Clerks may find their particular circumstances require a different style and may adapt some of the foregoing to suit the needs in the municipality.



## COUNCIL MINUTES

### Statutory Requirements

The preparation of council minutes is a requirement of The Municipal Act, section 215, which states in part;

*"215(1) The Council shall appoint a clerk whose duty it is,*

*(a) to truly record in a book, without note or comment, all resolutions, decisions and other proceedings of the Council."*

It is important that the minutes of council meetings be clear, concise, accurate and free from omissions. A clerk may be required to produce the minutes in a court of law, where they will undergo close scrutiny. Minutes are often the only source of information available to the courts when deciding a dispute regarding the actions of a council.

The procedure followed in many municipalities requires the mayor and clerk to sign the original minutes after they are adopted by council so that no mistakes will be made as to which minutes are the originals.

### Disclosure of Interest

Section 2(5) of The Municipal Conflict of Interest Act, 1972 states:

*"Every disclosure of interest under subsection 1 or 2 shall be recorded in the Minutes of the Meeting by the Clerk of the municipality, or Secretary of the local Board, as the case may be."*

The clerk does not participate in the decision as to whether or not a council member has a conflict of interest. Neither is he required to remind or advise a member that he has a conflict. The clerk's only responsibility is to record the disclosure in the minutes after the council member has so stated. (A more detailed discussion of disclosure of interest is set out in Bulletin #2 on The Municipal Conflict of Interest Act, 1972.)

### Storage

As previously stated, council minutes are a legal document.

After the original minutes are typed, copies of them should be used for office use and for circulation to members of council, press, and interested citizen groups. Some municipalities also make copies of minutes, covering perhaps two years, and have them bound for public display. The originals are then punched and placed in the special binders for safekeeping.

The original minutes, as well as the originals of committee reports, by-laws and other important papers, are usually stored in a fire-proof area.

Unlike many documents, the council minutes should not be destroyed even where a records-retention by-law is in force. The minutes are an important legal and historical document that should be preserved. The clerk is required to keep the originals in his possession for safekeeping and should not allow anyone else to take the originals from his office.

The Municipal Act, under section 215(4), provides that the council may permit the originals of by-laws no longer in force, or the operation of which is spent, or of minutes of the proceedings of the council to be kept by the Archivist of Ontario instead of the clerk, provided that a photographic copy of all such documents is kept by the clerk.

### Title

The title and heading of the minutes clearly establishes that the document is the minutes of council, the name of the municipality, the date and time of the meeting, and the location.

As well as numbering the pages, some clerks consider it sound practice to put the meeting date on each page to ensure that copies are complete and in order.



### Attendance

A quorum is necessary to transact the business of a municipal council. The Municipal Act defines a quorum as a majority of the total number of members required to constitute a council.

Obviously, it is necessary to show in the minutes that a quorum was present so that there will not be a question as to the legality of business transacted.

The sample used shows both the members present and absent to give a clear picture of the total makeup of the council.

### Headings

The sample uses both file numbers and subject titles to identify topics discussed.

The file reference makes it easier to file extracts of the proceedings and later obtain information on a particular topic. Subject headings allow ready identification of the topics.

Another reason for using headings in the minutes is to allow the reader to scan the minutes rapidly and pick out a particular subject of interest.

### Table of Contents and Index

The council minutes are generally circulated to members of council, municipal staff, libraries and the press. The municipal staff in particular frequently need to look up an item in the minutes and it is helpful if a table of contents is added to the beginning of the minutes. Such a table will reduce the time required to search through the minutes of several meetings to find a particular subject. The table of contents is formed by listing the heading used in the minutes and the page number. An example would be:

<u>File</u>	<u>Subject</u>	<u>Page</u>
File 8-78	Tenders (Office Supplies).....	2

A table of contents should not be confused with an index which is a considerably more detailed listing of subjects that is arranged alphabetically.

Many clerks index and cross-reference all of the council minutes and keep those references in a special card file. This makes it a simple job to locate a given subject in the minutes.

### Comparison of Minutes and Agenda

The minutes usually follow the layout of the agenda very closely. This method makes it easier to prepare the minutes and helps the clerk to remember to include in the minutes an item that appeared on the agenda and was dealt with by council.

### Motions

The minutes must clearly show the actions taken by the council. It is necessary to ensure that council considers or acts on the matters brought before it and that each action is clearly recorded in the minutes. No item of business should be left in a manner in which council's actions are unclear.

It is desirable to have all motions in writing, and signed by the mover and seconder. This ensures that motions recorded in the minutes are accurate and complete. The minutes must clearly indicate that the motion was carried.

## COMMITTEE AGENDA

This section will address the preparation of a committee agenda and the resulting report.

Members are able to handle committee agenda and reports more effectively if they are all prepared in the same format. This avoids delay or confusion that sometimes occurs when members are faced with a variety of styles where recommendations appear in different places and the amount of information varies widely.

At the end of this bulletin are two samples of committee agenda. One is short and concise for use in small municipalities and the other is more detailed for use in medium and large-sized municipalities.

### Title

The comments made previously under this heading for the preparation of a council agenda apply as to the need to clearly identify the type of agenda, location and time of meeting. Many municipalities print both the committee agenda and corresponding reports on coloured paper for easier identification, where many committees exist.

### Use of File Titles for Item Headings

Usually the secretary of a committee will have to refer to a file for the necessary information to prepare an item for a committee agenda. In some cases there will not be enough room to place all the information in the file on the agenda. When this happens the secretary usually takes the files containing the backup material to the committee meeting. By using the file number and title as a heading for an item, the secretary can select the file quicker and easier, especially if there are several files.

The item heading is usually more specific than the general file title. For example, the file title of "Traffic Lights" might be expanded in the heading



by adding in brackets after the file title "Main Street at First Avenue" so that the agenda item heading will read:

File 89-78 - Traffic Lights (Main Street at  
First Avenue)

This method will be most beneficial if a table of contents is developed as suggested in the following section dealing with committee reports.

Some committee secretaries even use a table of contents page at the start of an agenda that has several items. The item headings are listed along with page or item numbers for rapid reference to items of interest.

### Body of Agenda Items

Occasionally an agenda is prepared that lists only the subject headings but does not indicate the nature of the item. This type of agenda relies on the reader reviewing various and sundry attachments and is only practical where the number of items to be dealt with is small.

The detailed sample agenda used in this section provides a brief summary of the situation and lists the attachments to be considered. This may help those members who cannot read all the attachments in time for the meeting or may serve to refresh their memories during the meeting.

The paragraph style used in the second sample lends itself well to the creation of a committee report with only minor changes. It also, although brief, meets the requirement for recording what was discussed, rather than the detailed comments of individuals during the discussions.

### Staff Reports and Recommendations

Item number 1 on the detailed sample committee agenda indicates that the letter from the Homeowners Association was referred to the Traffic Co-ordinator for a report. The clerk usually receives correspondence for council and may request staff reports

to accompany the correspondence. This means that the members of the committee will not only have the letter of request but will also have the benefit of advice from staff. This will likely mean that a decision can be made by the members at the meeting and that the matter is dealt with only once. If the Homeowners request had been referred to the committee without going to staff, it would probably have been referred to a future meeting pending a report from the staff. The item would then be dealt with a second time when the report was received.

Where possible, written staff reports including recommendations are desirable to avoid misunderstanding of oral staff recommendations.

The presence of a written report and recommendation from staff also provides a focus for the debate and tends to keep the members of the committee on track, so to speak. Those councils and committees that require written reports with recommendations generally find that the decision-making process is improved.

#### Preparation of the Agenda

In gathering the material for an agenda there are probably as many different ways as there are clerks.

Usually the clerk will establish a cut-off time for receipt of items. (In those municipalities that operate with a procedural by-law, this deadline may be set out in the by-law. Items that are received after the deadlines are set aside for inclusion on a future agenda.)

This allows the clerk to complete the typing of the agenda and to deliver copies to members of the committee in sufficient time for them to review the material.

Occasionally an urgent item is received after the agenda has been prepared. In this situation the clerk usually makes enough copies of the material to hand to the committee members at the beginning of the meeting. If time permits, some clerks prepare a supplementary agenda in the same format as the regular agenda. This supplementary agenda is then handed out at the beginning of the meeting.

Retention of Committee Agenda

One complete copy of the agenda is always retained for future reference. In those municipalities that have a records-retention and destruction program, it may be decided to dispose of the agendas after a suitable period.



## COMMITTEE REPORTS

Committee reports usually contain a recommended action that the committee feels council should adopt. Since councils frequently have more than one committee report on the agenda, it has been found beneficial to adopt a standard format for all committee reports.

A sample committee report at the end of this bulletin is for the purpose of illustrating the following principles.

### Title

The need to clearly identify the report has already been discussed in other sections.

In addition, it is possible that there may be two reports from the same committee on the council agenda and, without a full heading, confusion might result as to which report was being dealt with at the time.

If the committee report is more than three or four pages long, title and heading might be put on a separate cover page.

### Table of Contents

Councillors and staff find it easier to locate a particular item in a report if a table of contents is prepared and located at the beginning of the report. In the format of the sample committee report contained in this section, the development of a table of contents would be a relatively simple exercise. The table of contents could consist of the headings of each item in the report.

Example:

#### TABLE OF CONTENTS

FILE 89-78 - TRAFFIC LIGHTS (DON WOOD/OLD PHEASANT RD.)  
FILE 5-78 - RAILWAY CROSSINGS (CNR/FINCH AVENUE)

Generally, a table of contents is used where a report exceeds five or six items.

### Numbering of Reports

When each report is numbered as well as dated, it would be very easy to tell if a report is missing from a full set with the possible exception of the last report.

### Attendance

Most committee reports list, at the beginning, the names of the members of the committee that were in attendance. Some municipalities also include the names of members who are absent so that the full membership of the committee is readily known. The names of the staff in attendance are shown in case a reader of the report wants to approach the staff for additional information.

### Headings For Each Item

As with the committee agenda, the headings used in the committee report relate to a file title in order to make it easier to file the report and extracts when the matters have been considered by council.

An additional benefit of using the file titles as headings is ease of preparation and filing of subsequent correspondence on the matter.

As stated previously, the value of the headings for filing may be increased if, as in the sample, additional key words are included in brackets after the file number and name. This will make the table of contents even more useful.

### List Attachments and Others Present

A list of the letters or reports considered by the committee is given at the beginning of each item in the sample report. This procedure is followed so that any reader will be aware of the information taken into consideration by the committee.

The names of any persons who appeared before the committee are also listed. After the report has been adopted by council, the clerk may wish to write to those present at the committee meeting to advise them of the decision made by council.



### Body of the Item

The body of the item consists of a summary of the attached letters or reports and any presentations made by those present.

It is a matter of judgement as to how much or how little to include and the practices in each municipality will be the deciding factor. If the report is too brief, the readers, including members of council, may find it difficult to understand the situation.

### Recommendations

In the sample, the committee's recommendations are clearly labeled and typed in capital letters.

The recommendations are in the form of motions and begin with the word 'that'. The recommendations do not include any reasons for the recommendation, such as "Because of the number of accidents at the intersection it is recommended ..." Each recommendation is short, clear and concise.

### Comparison of Agenda and Report

If the sample detailed committee agenda and the report are compared, there is very little difference -- this is by design, not accident. This method makes it easier and faster to prepare a report because very few words change. Another advantage of using the same format for all committee agendas and committee reports, is that it is easier to train new employees. Instead of learning the idiosyncrasies of each committee, they are required to learn only one format and they are then able to act as secretary to any committee.



SAMPLESSample #1AGENDA  
FOR THE

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(Name of Municipality)

COUNCIL MEETING

TO BE HELD ON

JANUARY 12, 1978, 7:00 P.M.

IN THE

COUNCIL CHAMBERS

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ITEMS TO BE CONSIDERED

1. DISCLOSURE OF INTEREST
2. ADOPTION OF COUNCIL MINUTES  
January 5, 1978 meeting.
3. PRESENTATION TO MR. McDONALD
4. DELEGATIONS (Letters attached re)
  - (A) FILE - DIVISION OF LAND - MR. BENDER
  - (B) FILE - TENDERS - MR. JACKSON
5. CORRESPONDENCE  
Attached to agenda.
6. REPORTS FROM COMMITTEES AND MUNICIPAL OFFICERS  
The following reports are attached to the agenda:
  - (A) TRAFFIC AND TRANSPORTATION COMMITTEE REPORT  
DATED JANUARY 6, 1978
  - (B) MR. HARRINGTON, PURCHASING AGENT RE  
OFFICE SUPPLIES
  - (C) REPORT FROM TREASURER RE DECEMBER  
ACCOUNTS



7. MOTIONS AND NOTICES OF MOTION8. BY-LAWS

#12/78      A by-law to authorize the execution of an agreement dated December 15, 1977 between the Corporation and the Ontario Humane Society.

#13/78      A by-law to stop-up part of Old Winding Trail.

9. UNFINISHED BUSINESS10. CONFIRMING BY-LAW11. ADJOURNMENT

Sample #2

## AGENDA

## FOR THE

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(Name of Municipality)

## COUNCIL MEETING

## TO BE HELD ON

JANUARY 12, 1978, 7:00 P.M.

## IN THE

COUNCIL CHAMBERS

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ITEMS TO BE CONSIDERED1. DISCLOSURE OF INTEREST2. ADOPTION OF COUNCIL MINUTES

Attached to the agenda is a copy of the minutes of the Council meeting held on January 5, 1978.

Action Recommended - Motion to adopt.

3. PRESENTATIONS

Mayor Jones will present an award of merit to Mr. V. McDonald in recognition of his contributions to the volunteer youth development program.

4. DELEGATIONS

- (A) FILE 12-77 - DIVISION OF LAND  
FILE 123-77 - LOT LEVIES

Mr. Bender will attend the meeting to represent J.M. Construction. A letter dated January 5, 1978 from Mr. A. Bender is attached to the agenda, setting out the circumstances of this appearance.

Action Recommended - Referral to the Planning Commissioner for study and report.

4. DELEGATIONS (CONT'D)(B) FILE 8-78 - TENDERS (OFFICE SUPPLIES)

Mr. Jackson will attend the meeting to represent Allied Office Supplies. A letter dated January 4, 1978 from Mr. Jackson is attached to the agenda. Also attached to the agenda is a report dated January 5, 1978 from Mr. E.M. Harrington, Purchasing Agent, recommending various changes to the specifications for office supplies.

Action Recommended - That the presentation of Mr. Jackson be received and considered with Mr. Harrington's report under 'Reports from Municipal Officers'.

5. CORRESPONDENCEINFORMATIONAL ITEMS (ATTACHMENTS 5A & 5B)(A) FILE 49-76 - CONSERVATION AUTHORITY

Letter dated December 14, 1977 from Mr. M.V. Kearns, Manager, Silver Bay Conservation Authority re river bank stabilization on Credit River north of Eglinton Avenue.

(B) FILE 127-77 - ONTARIO HYDRO

Letter dated December 30, 1977 from Ontario Hydro regarding the dates set for public meeting. (Construction of Fourth Line transmission towers).

Action Recommended - That letters 5A & 5B be received and filed.

ACTION REQUIRED ITEMS (ATTACHMENTS 5C & 5D)(C) FILE 5-78 - TAG DAYS

Letter dated December 20, 1977 from Mr. K. Sloan, President, Lions Club, requesting permission to hold a tag day on April 14, 1978.

Action Recommended - That the Lions Club be granted permission to hold a tag day on April 14, 1978.



5. CORRESPONDENCE (CONT'D)(D) FILE 1-78 - COUNCIL GENERAL

Letter dated January 3, 1978 inviting the Mayor and members of Council to participate in the Winter Carnival scheduled for February 19, 1978.

Action Recommended - That a letter be forwarded to the Chairman of the Winter Carnival, setting out the names of those Council Members who will be able to participate.

6. REPORTS FROM COMMITTEES AND MUNICIPAL OFFICERS(A) TRAFFIC AND TRANSPORTATION COMMITTEE  
REPORT DATED JANUARY 6, 1978

Action Recommended - (1) That the report be adopted with the exception of item 15 dealing with installation of traffic signs at the intersection of Main Street and First Avenue.

(2) The the financial impact of item 15 be studied prior to Council's adoption of the recommendation.

(B) FILE 8-78 - TENDERS (OFFICE SUPPLIES)

Note: 1. A presentation will be made under deputations regarding this subject.

Attached is a report dated January 5, 1978 from Mr. E.M. Harrington, Purchasing Agent, recommending various tender specification changes.

Action Recommended - That the report dated January 5, 1978 from Mr. E.M. Harrington be adopted.

7. MOTIONS AND NOTICES OF MOTION8. BY-LAWS

#12/78 A by-law to authorize the execution of an agreement dated December 15, 1977 between the Corporation and the Ontario Humane Society. (To provide for the operation of an animal control program on behalf of this municipality.)

Action Recommended - That this by-law be given three readings, signed and sealed.

8. BY-LAWS (CONT'D)

#13/78      A by-law to stop up part of Old Winding Trail. (This by-law closes the southerly 400 feet of Old Winding Trail.)

Action Recommended - That this by-law be given first and second readings and the necessary advertising be carried out.

9. UNFINISHED BUSINESS10. CONFIRMING BY-LAW

#14/78      A by-law to confirm the proceedings of Council at its meeting held on January 12, 1978.

Action Recommended - That this by-law be given three readings, signed and sealed.

11. ADJOURNMENT

The next regular meeting is scheduled for January 26, 1978.

Sample

## M I N U T E S

OF COUNCIL MEETING

Name of Municipality

HELD IN THE COUNCIL CHAMBERS

JANUARY 12, 1978, 7:00 P.M.

## SESSION #2

MEMBERS PRESENT: Mayor L.P. Jones; Councillors, R.W. White, A.K. Mansfield, R.P. Henderson, G.D. Dent, J.L. Both, D.M. Taylor, A.L. DiMauro, T.M. Campbell

MEMBERS ABSENT: Councillor J.B. Manning

STAFF PRESENT:           A.G. Brown, Town Manager  
                              R.A. Johnston, Clerk  
                              A.M. Hardy, Town Engineer  
                              K.B. Wall, Town Solicitor  
                              R.T. Redman, Town Planner

## 1. PRAYER

The meeting was called to order by Mayor L.P. Jones and was opened with the saying of The Lord's Prayer.

## 2. DISCLOSURE OF INTEREST

Councillor J.L. Both disclosed a conflict of interest and did not take part in the discussion or voting on item 5B. (File 8-78 Tenders-Office Supplies.)

### 3. COUNCIL MINUTES

(A) COUNCIL MINUTES OF JANUARY 5, 1978

#48/78                      Moved by:        D.M. Taylor  
                                Seconded by:     G.D. Dent

That the Council Minutes of January 5, 1978, be adopted as printed and circulated.

DISPOSITION: Motion Carried.



January 12, 1978

4. PRESENTATIONS

Mayor L.P. Jones, on behalf of the Council, presented an award of merit to Mr. V. McDonald in recognition of his contributions to the volunteer youth development program.

5. DELEGATIONS(A) FILE 12-77 - DIVISION OF LAND  
FILE 123-77 - LOT LEVIES

Mr. B.L. Bender, representing J.M. Construction, requested Council to waive the requirement of paying lot levies for divisions of land that did not require municipal servicing.

#49/78

Moved by: J.L. Both  
Seconded by: R.P. Henderson

That Mr. B.L. Bender's request, as set out in his letter dated January 5, 1978, be referred to the Town Planner for study and a report.

DISPOSITION: Motion Carried.

(B) FILE 8-78 - TENDERS (OFFICE SUPPLIES)

Mr. S. Jackson, representing Allied Office Supplies, appeared before Council to request that minor changes be made in the specifications for office supplies as detailed in his letter dated January 4, 1978. Council also considered a report dated January 5, 1978, from Mr. E.M. Harrington, Purchasing Agent.

#50/78

Moved by: T.M. Campbell  
Seconded by: D.M. Taylor

That the report dated January 5, 1978, from Mr. E.M. Harrington, be adopted.

DISPOSITION: A recorded vote was requested by Councillor D.M. Taylor with the following results:

THOSE IN FAVOUR  
OF THE MOTION

L.P. Jones  
R.W. White  
A.K. Mansfield  
G.D. Dent  
A.L. DiMauro  
R.P. Henderson

THOSE OPPOSED  
TO THE MOTION

D.M. Taylor  
T.M. Campbell

Motion Carried: 6-2  
Absent: 1 (J.B. Manning)  
Abstention: 1 (J.L. Both)

January 12, 1978

6. CORRESPONDENCEINFORMATION ITEMS(A) FILE 49-76 - CONSERVATION AUTHORITY

Letter dated December 14, 1977 from Mr. M.V. Kearns, Manager, Silver Bay Conservation Authority re river bank stabilization on Credit River north of Eglinton Avenue.

(B) FILE 127-77 - ONTARIO HYDRO

Letter dated December 30, 1977 from Ontario Hydro regarding dates set for public meetings. (Construction of Fourth Line transmission towers.)

#51/78

Moved by: A.L. DiMauro  
Seconded by: J.L. Both

That the informational items of correspondence listed above be received and filed.

DISPOSITION: Motion Carried.

ACTION REQUIRED ITEMS(C) FILE 5-78 - TAG DAYS

Letter dated December 20, 1977 from Mr. K. Sloan, President, Lions Club, requesting permission to hold a tag day on April 14, 1978.

#52/78

Moved by: R.W. White  
Seconded by: A.K. Mansfield

That the Lions Club be granted permission to hold a tag day on April 14, 1978.

DISPOSITION: Motion Carried.

(D) FILE 1-78 - COUNCIL GENERAL

Letter dated January 3, 1978 from the Chairman of the Winter Carnival, inviting members of Council to participate in the Winter Carnival scheduled for February 19, 1978.

#53/78

Moved by: D.M. Taylor  
Seconded by: R.W. White

That a letter be forwarded to the Chairman of the Winter Carnival, setting out the names of those Council Members who will be able to participate.

DISPOSITION: Motion Carried.

January 12, 1978

7. REPORTS FROM COMMITTEES AND MUNICIPAL OFFICERS(A) TRAFFIC AND TRANSPORTATION COMMITTEE  
REPORT DATED JANUARY 6, 1978

#54/78

Moved by: J.L. Both  
Seconded by: D.M. Taylor

- (1) That the recommendations contained in the Traffic and Transportation Committee report dated January 6, 1978 be adopted with the exception of item 15 dealing with installation of traffic signs at the intersection of Main Street and First Avenue.
- (2) That the financial impact of item be studied by the Treasurer and a report submitted to Council.

DISPOSITION: Motion Carried.(B) FILE 8-78 - TENDERS (OFFICE SUPPLIES)

Note: 1. A presentation was made under deputations regarding this subject.

Attached to the agenda was a report dated January 5, 1978 from Mr. E.M. Harrington, Purchasing Agent, recommending various tender specification changes.

DISPOSITION: Dealt with previously by resolution #50/78.

8. MOTIONS AND NOTICES OF MOTION

- (A) Councillor J.L. Both gave notice that he will introduce the following motion at the next regular meeting of Council.

That an additional sum of \$2,500.00 be allocated to the Work's Department budget for the purchase of a snow blower.

#55/78

Moved by: A.L. DiMauro  
Seconded by: D.M. Taylor

That the Town Engineer submit a report on the construction of a storm sewer on Main Street, between Elm Drive and Treeline Avenue.

DISPOSITION: Motion Carried.



#12/78

#56/78

That the by-law to authorize the execution of an agreement dated December 15, 1977, between the Corporation and the Ontario Humane Society be given three readings, taken as read, properly signed and sealed and numbered 12/78.

DISPOSITION: Motion Carried.

(A) In reply to a question from Mayor L.P. Jones, the City Manager advised that both the current and capital budgets would be ready for Council's review on January 24, 1978.

(B) Councillor D.M. Taylor stated that Council had authorized the installation of traffic lights at the corner of Oak Street and Fifth Street and they had not yet been installed. The Town Engineer advised the he has had difficulty in obtaining the equipment and that installation would be completed by February 20, 1978.

#13/78

A by-law to confirm the proceedings of Council at its meeting held on January 27, 1978.

#57/78

Moved by: R.W. White  
Seconded by: R.P. Henderson

That the confirming by-law be given three readings, taken as read, properly signed and sealed and numbered 13/78.

DISPOSITION: Motion Carried.

January 12, 1978

12. ADJOURNMENT

#58/78

Moved by: R.P. Henderson  
Seconded by: A.K. Mansfield

That Council adjourn its proceedings until the next regular meeting scheduled for January 26, 1978 at 7:00 P.M.

DISPOSITION: Motion Carried.

The meeting was adjourned at 9:30 P.M.

Minutes adopted on ( \_\_\_\_\_ ) by resolution # \_\_\_\_\_  
Date

\_\_\_\_\_  
MAYOR\_\_\_\_\_  
CLERK

Sample #1

AGENDA  
FOR THE MEETING OF THE  
TRAFFIC AND TRANSPORTATION COMMITTEE

---

Name of Municipality

TO BE HELD IN COMMITTEE ROOM A

MUNICIPAL OFFICES

JANUARY 14, 1978

7:30 P.M.

---

ITEMS TO BE CONSIDERED

1. FILE 89-78 - TRAFFIC LIGHTS (DON WOOD/OLD PHEASANT ROAD)

Attached are:

- (A) Letter dated January 3, 1978 from the President of the Erin Woods Homeowners Association.
- (B) Report dated January 5, 1978 from Mr. A.B. Jennings, Traffic Co-ordinator.

IT IS RECOMMENDED THAT THE TRAFFIC CO-ORDINATOR'S REPORT DATED JANUARY 5, 1978 BE ADOPTED.

2. FILE 5-78 - RAILWAY CROSSINGS (CNR/FINCH AVENUE)

Attached is:

- (A) Letter dated December 15, 1977 from the Regional Director of the CNR.

IT IS RECOMMENDED THAT THE INFORMATION CONTAINED IN THE CNR REGIONAL DIRECTOR'S LETTER DATED DECEMBER 15, 1977 BE RECEIVED.

3. ADJOURNMENT





Sample #2

AGENDA  
FOR THE MEETING OF THE  
TRAFFIC AND TRANSPORTATION COMMITTEE

---

Name of Municipality

TO BE HELD IN COMMITTEE ROOM A  
MUNICIPAL OFFICES  
JANUARY 14, 1978  
7:00 P.M.

---

ITEMS TO BE CONSIDERED

1. FILE 89-78 - TRAFFIC LIGHTS (DON WOOD/OLD PHEASANT ROAD)

Attached to the agenda for the committee's consideration are the following:

- (A) Letter dated January 3, 1978 from the President of the Erin Woods Homeowners Association.
- (B) Report dated January 5, 1978 from Mr. A.B. Jennings, Traffic Co-ordinator.

The President of the Erin Woods Homeowners Association has expressed concern with regard to the number of accidents occurring at the intersection of Don Wood Street and Old Pheasant Road. Mr. Jennings' report indicates that a survey was carried out based on the above request. The results show that there are sufficient warrants to suggest the installation of traffic signals. The net cost to the municipality would be \$8,400.00. Mr. Jennings recommends the immediate installation of traffic signals at this location. IT IS RECOMMENDED THAT THE TRAFFIC CO-ORDINATOR'S REPORT DATED JANUARY 5, 1978, BE ADOPTED.

2. FILE 5-78 - RAILWAY CROSSINGS (CNR/FINCH AVENUE)

Attached to the agenda is a letter dated December 15, 1977, from which the Regional Director of the CNR in which he advises that funds will be available in 1979 to construct a grade separation on Finch Avenue. This action is the result of this committee's initial request dated October 15, 1977 to the CNR. IT IS RECOMMENDED THAT THE INFORMATION CONTAINED IN THE CNR REGIONAL DIRECTOR'S LETTER DATED DECEMBER 15, 1977 BE RECEIVED.

3. ADJOURNMENT





Sample

REPORT OF THE  
MEETING OF THE  
TRAFFIC AND TRANSPORTATION COMMITTEE

---

Name of Municipality  
HELD IN COMMITTEE ROOM A  
MUNICIPAL OFFICES  
JANUARY 14, 1978  
7:30 P.M.

---

Report #1

MEMBERS PRESENT: D. Taylor, J. Both  
T. Campbell, A. DiMauro

MEMBERS ABSENT: Nil

STAFF PRESENT: A.B. Jennings, Traffic Co-ordinator  
T.J. Benson, Secretary

ITEMS CONSIDERED

1. FILE 89-78 - TRAFFIC LIGHTS (DON WOOD/OLD PHEASANT ROAD)

The committee considered the following:

- (A) Letter dated January 3, 1978 from the President of the Erin Woods Homeowners Association.
- (B) Report dated January 5, 1978 from Mr. A.B. Jennings, Traffic Co-ordinator.

The President of the Erin Woods Homeowners Association expressed concern with regard to the number of accidents occurring at the intersection of Don Wood Street and Old Pheasant Road. Mr. Jennings' report indicates that a survey was carried out based on the above request. The results show that there are sufficient warrants to suggest the installation of traffic signals. The net cost to the municipality is \$8,400.00. Mr. Jennings recommends immediate installation of traffic signals at this location.

RECOMMENDATION

THAT MR. A.B. JENNING'S REPORT DATED JANUARY 5, 1978  
BE ADOPTED.



ITEMS CONSIDERED (CONT'D)2. FILE 5-78 - RAILWAY CROSSINGS (CNR/FINCH AVENUE)

The committee considered a letter dated December 15, 1977 from the Regional Director of the CNR in which he advises that funds will be made available in 1979 to construct a grade separation on Finch Avenue. This action is the result of this committee's initial request dated October 15, 1977 to CNR.

RECOMMENDATION

THAT THE INFORMATION CONTAINED IN THE CNR REGIONAL DIRECTOR'S LETTER DATED DECEMBER 15, 1977 BE RECEIVED.

Do you want more information on this subject? Ask any of the field officers of the Local Government Division. They are located at these addresses:

OTTAWA

244 Rideau Street  
Ottawa, Ontario  
K1N 5Y3  
(613) 232-9446

SUDBURY

1349 Lasalle Boulevard  
Sudbury, Ontario  
P3A 1Z2  
(705) 566-0901

THUNDER BAY

435 James Street South  
P.O. Box 5000  
Thunder Bay, Ontario  
P7C 5G6  
(807) 475-1621

LONDON

495 Richmond Street  
London, Ontario  
N6A 5A9  
(519) 438-7255

ORILLIA

15B Matchedash Street North  
Orillia, Ontario  
L3V 4T4  
(705) 325-6144

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